

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, March 28, 2023 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Will Cellar	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Marcy Pollicino	Vesta Property Services
Kyle McGee	Kutak Rock

The following is a summary of the discussions and actions taken at the March 28, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 1:40 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 28, 2023 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the minutes of the February 28, 2023 meeting were approved as presented.
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FOURTH ORDER OF BUSINESS

Consideration of Landscape and Irrigation Maintenance RFP Documents

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Ms. Buchanan stated when we initially bid the contract, we bid it for a one-year term and allowed three one-year renewals. That puts us at essentially a four-year term and that will expire September 30, 2023. What our rules of procedure allow for is a maximum of five years. The contractor has agreed to hold the rate to allow us to extend the contract for one additional year. I think Jim would agree that based on our experience when you're going out to bid right now, you are going to be looking at landscape increases of 15-30%. There is also a small amount of landscaping left to be installed and this would allow Sunstate to continue to warrant the work product for the forthcoming fiscal year. We think it makes the most sense to authorize an amendment to extend for one additional year.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor extending the Sunstate contract for landscape and irrigation maintenance by one year was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed.

D. General Manager

1. Report

Ms. Pollicino gave the Board an overview of her report, a copy of which was included in the agenda package.

Mr. Hewins joined the meeting at this time.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of February 28, 2023

Mr. Perry provided a brief overview of the financial statements.

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B. Check Register

Mr. Perry noted the check register totals \$79,427.42.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the check register was approved.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS Next Scheduled Meetings – April 25, 2023 at 1:30 p.m. at the eTown Welcome Center

TENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman